

UNDERGRADUATE STUDENT TRAVEL REQUEST

The College of Science and Engineering has limited funds to support undergraduate student travel to professional meetings. To be eligible for these funds, the student must be presenting a paper or making a presentation. The student must also be enrolled during the semester the conference is held and meet all Texas State travel regulations.

Eligibility Requirements

- Meet All Texas State Travel Regulations
- Have an accepted conference paper, poster, professional presentation or performance/exhibit*
- Be in good academic standing during the semester the conference is held

Name: _____ Student ID: _____

TX State Dept: _____

Major: _____ (Double majors cannot request funds from both major department(s).

Expected date of Graduation: _____

Name of Conference: _____

Dates of Conference: _____ Location of Conference: _____

Travel Dates: _____

Presentation or Performance/Exhibit Title: _____

Paper Presentation Poster Presentation Professional Presentation Performance/Exhibit

Estimated Travel Expense:

Airfare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
Total	\$

 Signature of Undergraduate Student Date

 Email Address

	Award Amount	Signature	Date
Chair/Director			
College Dean			
Graduate Dean			
Total			

Comments: _____

Cost Center: _____

Fund Number: _____